Letty Alvarez  
January 21, 2014

• MONTHLY MEETINGS WITH FUNDED PARTNERS
• MONTHLY COALITION MEETINGS
• SEND OUT TEMPLATE FOR REPORT IN DECEMBER
• REQUEST THAT PARTNERS SUBMIT REPORTS BY JANUARY 16
• MEET WITH EACH FUNDED PARTNER BEFORE DUE DATE

• START THE DRAFT ONCE REPORTS ARE SUBMITTED
• WALK AWAY FROM REPORT FOR A DAY
• GO BACK TO THE REPORT
• ASK SOMEONE TO READ IT
• FINISH REPORT

• Items that can help with report
• Minutes from your partner/coalition meetings
Thank you